



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- VARIANCE

APPLICANT: *Use mailing address for meeting notification.* *Check box if Primary Contact*

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: *Check box if Primary Contact*

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

PROPERTY OWNER(S): *Attach separate sheet if needed.* *Check box if Primary Contact*

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): _____

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

PRE-APPLICATION DATE: _____



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VARIANCE

VARIANCE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL VARIANCE APPLICATIONS

- ☐ **A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide one (1) **completed** copy of this four (4) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
- ☐ Address all applicable provisions of Chapter 20 (Land Uses).
 - ☐ Specify the purpose of the Variance request, why it is being proposed and address conformity to the threshold standards of Section 40.95.15.1.A.1-5 indicating which threshold (s) is applicable.
 - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria identified in Section 40.95.15.1.C.1-12 of the City's *Development Code* (ORD 2050), attached.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION.**
- | | |
|--|--|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft.
Proposed number of parking spaces: _____
Proposed use: _____
Parking requirement: _____ | <input type="checkbox"/> Existing building area: _____ sq. ft.
Proposed building modification: _____ sq. ft. |
| <input type="checkbox"/> Existing parking area: _____ sq. ft.
Existing number of parking spaces: _____ | <input type="checkbox"/> Existing landscaped area: _____ sq. ft.
Percentage of site: _____ %
Proposed landscape modification: _____ sq. ft.
Percentage of site: _____ |
| <input type="checkbox"/> Existing building height: _____ ft.
Proposed building height: _____ ft | |
- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org
- ☐ **G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

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H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)

Provide the following information as required by the City's *Development Code Section, 50.10.2*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- ☐ 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- ☐ 2. A copy of the mailing list used to mail out the meeting notice.
- ☐ 3. A written statement representative of the on-site posting notice.
- ☐ 4. Affidavits of mailing and posting
- ☐ 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- ☐ 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
- ☐ 7. Meeting sign-in sheet that includes names and address of attendees.
- ☐ 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

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I. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL VARIANCE APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information, as indicated:

- ☐ **A. EXISTING CONDITIONS PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. Vicinity map.
 - ☐ 3. The entire lot(s), including area and property lines dimensioned.
 - ☐ 4. Special conditions peculiar to the land, structure or building involved that are not applicable to other lands, buildings, or structures in the same zoning district.
 - ☐ 5. Special circumstances involving size, shape, topography, location or surroundings for the subject property that do not apply generally to other properties in the same zoning district ***(for proposals for a variance from sign regulations only)***.
 - ☐ 6. Points of existing access, interior streets, driveways, and parking areas.
 - ☐ 7. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - ☐ 8. The location and design of landscaped areas, indicating all plant materials, including genus, species, quantity, plant sizes, and spacing.
 - ☐ 9. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - ☐ 10. Existing right-of-way and improvements.
 - ☐ 11. Dimension from centerline to edge of existing right-of-way.
 - ☐ 12. Existing topographical information, showing 2 ft. contours.
 - ☐ 13. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - ☐ 14. Location of existing public and private utilities, easements, and 100-year floodplain.
 - ☐ 15. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 16. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - ☐ 17. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. ***Wetlands must be professionally delineated.***
- ☐ **B. DIMENSIONED SITE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
 - ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - ☐ 8. Location of storm water quality/detention facilities.
 - ☐ 9. Boundaries of development phases, if applicable.

- ☐ **B. DIMENSIONED SITE PLAN (CONTINUED):**
- ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 11. Sensitive areas, as defined by CWS standards.
 - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **C. ARCHITECTURAL ELEVATIONS (*Required if a variance to a numerical standard for a building or structure, or for wall-mounted or freestanding signage is proposed*):**
- ☐ 1. For buildings or structures, the entire building or structure dimensions, the location and dimensions of the area proposed for variance, and the type of standard proposed for variance including identification of the required numerical standard and the amount of variance proposed (square footage or lineal footage, and percentage amount of change), and the resultant numerical amount.
 - ☐ 2. For variances pertaining to signage, the structural dimensions of the freestanding sign, wall-mounted sign, or both proposed for variance, the type of numerical requirement proposed for variance including identification of the numerical requirement, and the amount of variance proposed (square footage or lineal footage, and percentage amount of change), and the resultant numerical amount.
- ☐ **D. LANDSCAPE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s).
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Proposed right-of-way, dedications and improvements.
 - ☐ 6. Boundaries of development phases, if applicable.
 - ☐ 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - ☐ 8. Sensitive areas, as defined by the CWS standards.
 - ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - ☐ 11. The location and design of landscaped areas for variance, indicating all plant materials, including genus, species, quantity, plant sizes, and spacing.
 - ☐ 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
 - ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

I have provided all the items required by this four (4) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 3 VARIANCE - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Variance shall address compliance with all of the following Approval Criteria as specified in 40.95.15.1.C.1-12 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Variance application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. Special conditions exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, buildings, or structures in the same zoning district.
- ☐ 4. Strict interpretation of the provisions of this ordinance would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district under the terms of this Code.
- ☐ 5. The special conditions and circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- ☐ 6. If more than one (1) variance is being requested, the cumulative effect of the variances result in a project which is still consistent with the overall purpose of the applicable zone.
- ☐ 7. Any variance granted shall be the minimum variance that will make possible a reasonable use of land, building, and structures.
- ☐ 8. For a proposal for a variance from sign regulations, no variance shall be granted unless it can be shown that there are special circumstances involving size, shape, topography, location or surroundings attached to the property referred to in the application, which do not apply generally to other properties in the same zoning district, and that the granting of the variance will not result in material damage or prejudice to other property in the vicinity and not be detrimental to the public safety and welfare. Variances shall not be granted merely for the convenience of the applicant or for the convenience of regional or national businesses which wish to use a standard sign.
- ☐ 9. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance which shall be already approved or considered concurrently with the subject proposal.

- ☐ 10. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- ☐ 11. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 12. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.